

California Energy Commission



PENDING HIRING FREEZE EXEMPTION

CLASSIFICATION: Legal Secretary

TENURE: Permanent

TIME BASE: Full-time

SALARY: Legal Secretary - Range A: \$3,038.00 – \$3,692.00
Range B: \$3,190.00 - \$3,878.00
(The salary will be adjusted accordingly to comply with the Personal Leave program)

LOCATION: Office of Chief Counsel

FINAL FILING DATE: October 7, 2011

DUTIES/RESPONSIBILITIES: The incumbent is responsible for a variety of difficult and complex legal secretarial duties for attorneys assigned to the Chief Counsel's Office. Duties and responsibilities include, but are not limited to, the following: types, formats, and serves legal pleadings which include petitions, briefs, opinions, notices, motions, subpoenas, subpoenas duces tecum, and declarations in multiple statewide jurisdictions; researches rules of courts; maintains a legal calendar; generates and marks table of contents, topical indexes, and table of authorities for presentation in litigation; coordinates and schedules court-related hearings and services with specific instructions; prepares the administrative record, identifying and assembling the exhibits and discovery documents; routinely performs a variety of clerical work requiring the ability to adapt to workload and assignment changes; assists co-workers as needed with filings and other office-related work in order to meet deadlines; proofreads legal documents for format style and errors; manages one or more office projects (e.g., Supplies/Equipment Coordinator, Incoming Documents Coordinator, Law Library Coordinator, Timekeeper Coordinator, and Records Management Coordinator); prepares and maintains office case files; maintains the Energy Commission's official dockets: receives, registers, scans, and distributes; makes travel and training arrangements and prepares needed forms; reproduces and assembles documents; and directs public, private, and governmental inquiries to the appropriate person(s).

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- ☐ Excellent attendance, punctuality, and dependability
- ☐ Extensive experience and knowledge with personal computers and software programs
- ☐ Ability to work well under pressure and shift priorities when needed to meet legal deadlines
- ☐ Good organizational skills
- ☐ Good communication skills (both oral and written)
- ☐ Ability to work cooperatively with co-workers, supervisor, management, and professional staff
- ☐ Attention to detail
- ☐ Familiarity with rules of grammar, punctuation, and proofreading

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience, knowledge and skill.

RPA 140-083

Position # 1400-1282-004

Ok E.O.

9-26-11

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In addition to meeting all other applicable requirements, Applications MUST include a list of at least two references, preferably previous and current employers, who may be contacted about the applicant. An assessment will be given to determine spelling, grammar, punctuation, formatting, and proofreading proficiency.

ADDITIONAL STATEMENTS:

☐ The candidate hired is expected to be a “Team Player” -- one who always considers the goals of the office and the needs of their co-workers

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Emily Oren (RPA140-083)
California Energy Commission
Chief Counsel's Office
1516 Ninth Street, MS-3
Sacramento, CA 95814
(916) 654-4100 CALNET 464-4100

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